Curriculum Vitae

**Objectives**

To be able to continue my career with an organization that will utilize my abilities & skills to benefit mutual growth and success of the company.

**Summary of Qualifications**

* Experienced Purchasing Management Data Encoder
* Good Communication Skill
* Microsoft Office Competent
* Good Reasoning & Critical Thinking Skills
* Problem Analysis & Problem Solving
* Adaptability

**Educational Qualifications**

* **Bachelor of Science in Computer Science**, April 2000

Interface Computer College, Manila City, Philippines

* **Secondary Education,** March 1996

Manila High School - , Manila City, Philippines

**Work Experiences**

**Yas Mart General Trading Company**

United Arab Emirates

August 17, 2008 – June 6, 2009

Designation: **Purchasing Management Data Encoder**

Duties and Responsibilities of this Position Include:

* Encode all the data of product
* Inquire the price of product
* To make the barcode of product
* To receive the product order in and out
* To inventory the product in and out
* Enters customer and account data
* Maintains data entry requirements by following data program techniques and procedures.
* Verifies entered customer and account
* Secures information by completing data base backups.
* Maintains operations by following policies and procedures; reporting needed changes

**Al Bloushi Recruitment Agency**

Kuwait

January 2003 - March 2004

Designation: **Secretary**

Duties and Responsibilities of this Position Include:

* Answer telephones and give information to callers
* Arrange conferences, meetings, and travel reservations for office personnel.
* Complete forms in accordance with company procedures.
* Maintain scheduling and event calendars.
* Make copies of correspondence and other printed material.
* Schedule and confirm appointments for clients, customers, or supervisors.
* Set up and maintain paper and electronic filing systems for records, correspondence, and other material.
* Coordinate conferences and meetings.

**Silver Accessories**

Kuwait

January 2002 – April 2003

Designation: **Saleslady**

Duties and Responsibilities of this Position Include:

* Attend customer’s inquiries and needs
* Cross sell the other product
* Receive payment from customer
* Balance cash receipt against sales

**Department of Labour & Employment Intramuros Manila, Philippines**

***Personnel Administration Division***

***Human Resource Development Services***

Philippines

November 17, 1997 - April 30, 1998

Designation: **Data Entry Operator**

Duties and Responsibilities of this Position Include:

* Encode all the data of documents
* Preparing all the requesting document
* Assist all the employee needs certification or document
* Prepare, compile and sort documents for data entry
* Verify data and correct data where necessary
* Combine and rearrange data from source documents where required
* Enter data from source documents into prescribed computer database, files and forms
* Transcribe information into required electronic format
* Maintain logbooks or records of activities and tasks
* Respond to requests for information and access relevant files

**Personal Data**

Age : 36

Date of Birth : December 12, 1978

Civil Status : Married

Language Proficiency : English, Arabic,Tagalog



**Gulfjobseeker.com CV No:** **1467876**